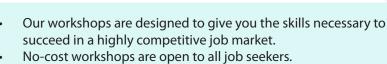
WorkshopsApril 2017

- ★ Heber Employment Center 69 N. 600 W., Suite C • Heber City 435-654-6505
- → Park City Employment Center
 1910 Prospector Dr., #100 Park City
 435-649-0921

Register for reserved seating. Walk-ins welcome.







Register at jobs.utah.gov, or speak with an employment counselor.

Workshops start on time. Late comers will be asked to reschedule.

•	Worksho	ops start	on time.	Late-co	omers will be asked to reschedule

Job Seeking Skills	Location				
RESUMÉ WRITING & C					
April 12 April 20	9:00 AM-11:00 AM 9:00 AM-11:00 AM	Park City Heber			
INTERVIEWING SKILLS	NTERVIEWING SKILLS:				
April 19 April 27	9:00 AM-11:00 AM 9:00 AM-11:00 AM	Park City Heber			
JOB SEARCH STRATEG					
April 20 April 26	2:00 PM-4:00 PM 9:00 AM-11:00 AM	Heber Park City			
EMPLOMENT ESSENTI					
April 5 None	9:00 AM-11:00 AM	Park City Heber			
*LINKEDIN #1:	.INKEDIN #1:				
By appointment By appointment	Call to schedule Call to schedule	Heber Park City			

RESUMÉ WRITING & COVER LETTERS: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCH STRATEGIES (INCLUDES

NETWORKING): Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumés. Basic computer skills required.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.

Workforce Services • jobs.utah.gov

